

HUMAN RESOURCES ANALYST

DEFINITION

Under general supervision, to learn and provide professional staff services in one or more of the following areas of human resources: recruitment, selection and equal opportunity, classification and compensation, employee relations, worker's compensation, benefits administration, recognition and employee communication, training and employment development, and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Human Resources Analyst is fully competent to independently perform professional analytical assignments within general policy and procedural guidelines. Responsibilities require the use of independent judgment, the application of analytical processes and the evaluation of alternative courses of action.

TYPICAL TASKS

- plan, coordinate and direct various human resource projects and activities to support management in the delivery of services;
- conduct studies, prepare reports and make recommendations regarding personnel policies, programs, functions and services;
- coordinate and provide information regarding Worker's Compensation and Leave of Absence administration;
- assist in the development and review of the Court's classification and pay plans; conduct classification and pay studies concerning designated positions or groups of positions;
- develop, review and modify classification specifications;
- maintain position allocation records;
- plan and conduct recruitment and examination activities; analyze staffing requirements, employee market trends and applicant sources; develop publicity and advertisement campaigns; evaluate applications and related materials; develop and administer examinations;
- assist in developing and administering a variety of employee benefits; conduct surveys and studies relative to employee benefits;
- provide personnel/employee relations support to all Court departments;
- prepare reports, correspondence and statistical data;
- may assist in conducting investigations relative to alleged performance and misconduct issues, employee complaints and grievances and meet with employees and employee organizational representatives on such matters;
- interpret and apply personnel policies, rules, regulations and provisions of labor agreements;
- may participate in labor contract negotiations and assist in the preparation of contract proposals;
- assist in the development and implementation of training programs for court staff;
- may perform a wide variety of human resources related duties and may provide direction to professional, technical and clerical staff.

EMPLOYMENT STANDARDS

Knowledge of:

- basic principles and practices of equal employment opportunity, affirmative action and accommodation for individuals with disabilities;
- basic principles of job analysis, recruitment and selection, classification and compensation, employee relations and risk management in a public agency setting;
- applicable laws, codes, ordinances and regulations;
- computer applications related to the work;
- standard office practices and procedures, including the operation of standard office equipment;
- preparing effective reports, procedures, correspondence and other written materials.

Ability to:

- maintain accurate records and files of work performed;
- interpret, apply and explain applicable laws, ordinances, memoranda of understanding, and policies and procedures;
- manage a variety of simultaneous work projects and carry them through to successful completion;
- conduct fact finding and analysis;
- prepare clear and concise reports, correspondence, selection materials, class specifications and other written materials;
- use initiative and sound independent judgment within established procedural guidelines;
- establish and maintain effective working relationships of those interacted with in the course of the work, including Court officials and managers, employee representatives, representatives of other governmental agencies, employees and the public.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing sufficient to communicate effectively. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 15 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; sitting and/or standing for prolonged periods of time.

EXPERIENCE/EDUCATION

Graduation from an accredited college or university with a Bachelor's degree in public or business administration, personnel/human resources, industrial or organizational psychology or closely related field - AND - One year of experience in a responsible professional personnel/human resource management environment, preferably a public agency. Experience may be substituted for the educational requirement on a year-for-year basis up to four years.

-OR-

Completion of a recognized Human Resources/Personnel Management certificate program –AND- Two years of technical/paraprofessional personnel experience, which included interpreting and applying personnel rules and regulations.